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13 SEP 1979

MEMORANDUM FOR: Acting Deputy Director for Administration
FROM: Harry E. Fitzwater
Deputy Director of Personnel
SUBJECT: Office of Personnel Weekly Report --
Week Ending 12 September 1979

1. Recruiters Conference:

a. The annual Headquarters conference for the recruiters is being held this week. Highlights of this year's conference include tours of the National Photographic Interpretation Center and the Office of Imagery Analysis as well as visits to the Office of Communications and Office of Sigint Operations facilities at [redacted] [redacted]. Special speakers include the Acting Deputy Director for Administration and the Director of Central Intelligence. (C)

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b. An orientation on Directorate of Operations operational activities was held from 5 through 7 September at the [redacted] for those recruiters not previously exposed to Directorate of Operations activities. The orientation is designed to acquaint the recruiters with the functions of an operations officer and to make them even more effective in recruiting for the Directorate of Operations. (C)

25X1A 2. Senior Intelligence Service: Considerable efforts were expended by the Director of Personnel, the Deputy Director of Personnel and other officers in analyzing and revising the SIS system proposal prepared for review by the Executive Committee. The most recent meeting on this subject took place this week on Tuesday, 11 September 1979. (U/AIUO)

WARNING NOTICE
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3. Personnel Officers Meeting: [redacted] Deputy Director of Personnel for Plans and Control, and [redacted], briefed the personnel officers on the new Personnel Appraisal System at the monthly Personnel Officers meeting on 12 September 1979. There were many good questions asked at the end of the briefing and feedback from the program has been quite good. (U/AIUO)

4. Project Opportunity: On 6 September 1979, 19 new clerical employees entered-on-duty to make up this year's Project Opportunity class of 20. Hurricane David took its toll and the 20th applicant who was scheduled to enter-on-duty on Thursday reported on Friday. They reported to the Office of Personnel Management on Monday, 10 September, for three weeks of instruction in typing, English and basic office procedures. (U)

5. Salaries for Engineers: We have been advised that the Office of Personnel Management has approved higher starting salaries at the GS-09 and GS-11 levels for engineers in California. The GS-09 salary has been raised from \$18,044 (GS-09, step 5) to \$19,637 (GS-09, step 8). The GS-11 salary has been raised from \$19,263 (GS-11, step 1) to \$21,189 (GS-11, step 4). This is additional evidence that the competition for engineers is extremely keen.

6. Hire the Handicapped: [redacted] of 25X1A the Staff Personnel Division attended the afternoon sessions of the 5 September 1979 EEOC Federal Affirmative Action Conference for briefings concerning their instructions for affirmative action requirements for FY 1980. Dr. Alan K. Campbell, Director of the Office of Personnel Management, was the principal speaker and discussed OPM working jointly with EEOC on affirmative action programs. Separate workshops on the EEO and Handicapped Affirmative Action Plans followed his presentation. (U)

7. Reserve Active Duty Tours: The Military Personnel Branch has been advised by the United States Army Reserve Components Personnel and Administration Center (USARCPAC) in St. Louis, Missouri that active duty training tours with pay will not be approved until January 1980 since USARCPAC has not received their appropriations for FY 1980. (It is possible this date may be changed, depending upon the date the appropriations are received.)

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8. Position Management: Representatives of the Position Management and Compensation Division met with the Director, National Intelligence Tasking Office, to begin a classification survey of that component. (U/AIUO)

9. Catoctin Mountain Park Run: Twenty CIA employees have signed up for the Catoctin Mountain Park Run to be held on Saturday, 15 September 1979 near Hagerstown, Maryland. As suggested by Rear Admiral William Lukash, Physician to the President, in a letter to the Director of Central Intelligence, teams from CIA, the Secret Service, and the FBI will compete with each other in this event. The winning team will receive a trophy jointly purchased by the three teams. Should this become an annual event, the trophy will be passed from winner to winner each year. This competition is an informal one with arrangements and rules for determination of the winner having been mutually worked out by representatives of the three teams. It has no effect on or involvement with the official competition and awards of the Catoctin Mountain Park Run in which 1,200 entrants are expected to compete. (U)

10. Combined Federal Campaign: The 1979-80 Combined Federal Campaign officially began on 12 September 1979. The Kick-Off Rally was held in the Departmental Auditorium (Department of Commerce) at 10:00 a.m. Guest speakers include Vice-President Mondale and professional boxer Sugar Ray Leonard. Representatives from the Directorates of Administration, Science and Technology, Operations and the National Foreign Assessment Center attended the rally. (U)

11. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 71. (U)

12. Rehired Annuitants: See attached report. (U/AIUO)

COMING EVENTS

(1) The Annual Awards Ceremony will be held at 9:30 a.m., 18 September 1979, in the Headquarters Auditorium. The Director will present length of service certificates to 50 employees representing 1,573 employees who have completed 10, 15, 20, 25 or 30 years of Agency service. In addition, the Director will recognize two employees for having donated over ten gallons of blood in the Agency's Blood Donor Program. They will receive plaques specially prepared for this purpose.

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(2) The principal speaker at the Agency's reserve unit meeting on 17 September 1979 will be Major Joseph T. Mesch of the United States Army Reserve Components Personnel and Administration Center (USARCPAC) in St. Louis, Missouri. Major Mesch, who is Military Personnel Branch's designated single point of contact at USARCPAC, will discuss how his office handles Agency reservists under the new officer personnel management system. He will be available for personal counseling of Agency reservists in the Military Personnel Branch during the afternoon of 17 September 1979 and the morning of 18 September.

(U)



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for Harry E. Fitzwater

Att

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11 September 1979

MEMORANDUM FOR: Executive Assistant, OP
25X1A FROM: [REDACTED]
SUBJECT: Weekly Report

The Weekly Civilian Annuitant Activities Report is attached.



25X1A

Att

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT
ACTIVITIES FOR THE AGENCY (5 - 11 September 1979)

1. The following rehired civilian annuitant cases were processed as new hires:

DDSGT

25X1A



Contract Employee, OSO,
effective 6 September 1979

NFAC

Contract Employee,
effective 2 September 1979

2. The following rehired civilian annuitant case was terminated:

DDA

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Independent Contractor,
Office of Security,
terminated 9 September 1979